

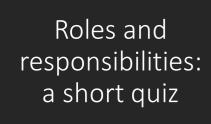
Board-Director Partnerships

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Welcome & Introductions









WHOSE JOB IS IT? A TEST FOR LIBRARY TRUSTEES

Please answer the following questions with "T" for Trustee or "L" for Librarian.

_	1. Who selects and orders the books and other materials for the library?
_	2. Who prepares the budget for the library?
	3. Who recruits new board members?
_	4. Who approves the policies of the library?
	5. Who keeps up with local and state laws relating to libraries?





Governing boards



Advisory boards



Libraries with no boards







Supporting the Library

- 1. Can you name 3 reasons why legislators, parents, and residents should support your library? (Have you heard the term, "elevator speech"?)
- 2. What do you read or listen to regularly to keep informed about library issues?
- 3. How do you stay aware of city, county, and state news and issues to see how they relate to the library?



Getting New Trustees Up and Running

- 1. Does your library have a formal, written orientation process for new board members?
- 2. How could your board make things easier for new trustees?
- 3. Has every board member been through a structured orientation process?
- 4. How often does the board review policies on relating to the library director and library employees?



Making the Most of Board Meetings

- 1. Why is it important to read the materials provided to you before the board meeting?
- 2. Are you familiar with Robert's Rules of Order?
- 3. Why should the chair be the spokesperson for the library board?
- 4. Why is it best for the board to speak as one on all issues?
- 5. How can the board best handle differences of opinion among board members?



Board and Director Responsibilities

- 1. What policies is the board responsible for?
- 2. What is the library director responsible for?
- 3. What are the goals set by the board for the library director?
- 4. How current are the library's policies? Are they in written form and available to library employees, patrons, city council members, county commissioners, and trustees?



Financial Responsibilities

- 1. Is the board involved in budget development?
- 2. Who signs the checks?
- 3. Does your library have an annual audit?



Policy Responsibilities

- 1. How often should policies be reviewed?
- 2. What are the policies on board conduct?
- 3. What resources do you have for policy development?



Planning Responsibilities

- 1. Why is it important to know the vision and plans of other community groups when thinking about the library's strategic plan?
- 2. Have you considered plans for technology, facilities, employees, and marketing?
- 3. How current is your library's strategic (or long-range) plan? What are the goals and how often do you revise it?



Advocacy

- 1. Why should board members (and not just the director) advocate for the library?
- 2. In what ways can you advocate for the library besides asking for money?
- 3. What are 3 important messages about your library that you can use when advocating for the library?



Friends and Foundations

- Does your library have both a Friends group & a Foundation? Are both of them 501 c 3s?
- 2. What are the purposes of the 2 groups?
- 3. Does the board have a good relationship with these groups?
- 4. Can you articulate why these groups should be separate from the library board?

Leave the actual management of the library to your library director.

Stand behind board decisions once they are adopted.

Be very careful to keep confidential information confidential.

Respect the publicity and advertising policy set up by the entire board as to source of news items.

Treat the staff members and the library director in a completely impersonal fashion.

Never, under any circumstance, hire a relative in any capacity as a library employee.

Recommendations to the library director or staff members must always emanate from at least a quorum of the board at a regular meeting.

Do not hold board meetings without the library director.

Complaints from the public are first the responsibility of the library director.

Carry your full share of responsibility as a board member.

The library director or his/her designated staff member should be the only person authorized to give orders to book vendors, companies, etc.

It is a library board prerogative to spend money, not save it.

Other types of boards connected to the library





Friends

Foundation boards

Helpful Documents

- Public Library Advisory Board Handbook
 https://www.tsl.texas.gov/ld/pubs/plant/index.
 html
- State legislation: Open Meetings Act, Open Records, audits, Public Funds Investment
- TSLAC requirements of all libraries: Annual Report, ILL, budgetary requirements





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